

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: SUBSIDY LEGAL FEE PAYMENT RESPONSIBILITY

DISCUSSION:

The purpose of this memorandum is to clarify policy to indicate who is responsible for making the legal fee payments for an adoption or guardianship subsidy agreement so there is no duplication of payments.

Upon receipt of the invoice for the subsidy legal fees, it is the responsibility of the subsidy worker in the county where the subsidy will be maintained to check the attorney's billing invoice for completeness, reasonableness, and accuracy. This responsibility includes checking the payment history in FACES and pending payments to ensure the legal fees have not already been paid prior to entering a PR for payment as part of the ongoing maintenance of the Adoption or Legal Guardianship Subsidy Agreement.

When the subsidy worker builds a solid relationship with the adoptive family from the beginning, it can create more stability and support that leads to higher knowledge and satisfaction for the adoptive family.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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CHILD WELFARE MANUAL REVISIONS Subsidy Basic Package 9.6.3.1 Case Manager, Private Child-Placing Agency and Foster Care Case Management Contractor Responsibilities 9.6.2
FORMS AND INSTRUCTIONS (List or put N/A if not applicable.)
REFERENCE DOCUMENTS AND RESOURCES (List or put N/A if not applicable.)
RELATED STATUTE (List or put N/A if not applicable.)